

ATTACHMENT 6

MEMORANDUM

TO: Fred Boyd, Community Based Planning Division

VIA: Tanya Schmieler, Park Planning Supervisor *TKS*
Park Planning and Resource Analysis

FROM: Brent Conner, Ballfield Coordinator *BC*
Park Superintendent's Office

Mark Wallis, Senior Park Planner *MW*
Park Planning and Resource Analysis

SUBJECT: Parkland Middle School Mandatory Referral Number 05503-MCPS-1

DATE: July 20, 2005

This memorandum is Park Planning and Resource Analysis staff's recommendation of **approval** of the above subject mandatory referral with the following **conditions**:

- 1) A park construction permit will be required from the Park Development Division for any work on park property. The *"Technical Review and Construction Permit Application Procedure"* and the *"Application for Technical Review/Construction Permit"* are attached as **Attachment 1**;
- 2) Park Property shall not be used for storage of materials and equipment;
- 3) A blank park approval stamp will be required on the plans when submitted for park technical review;
- 4) Keep the school parking lot open for permitted ballfield users until Sunday November 13, 2005 to secure a full season of fall permitting. The parking lot will be closed from November 14, 2005 until August 2007;
- 5) Provide safe and consistent park maintenance and pedestrian access throughout school construction;
- 6) Move the long jump pit to prevent park maintenance vehicle from driving over and potentially destroying the long jump pit. The pit location should not interfere with the use or size of either existing soccer field;
- 7) Provide a 6-foot chain link fence along the property line from the tennis courts north to the southern critical root zone on tree 706. The fence material selection should match the new tennis courts and provide a maintenance vehicle opening and small pedestrian breaks;
- 8) Provide ongoing logistical and park access coordination for scheduled field renovation (at M-NCPPC expense) occurring concurrently during school renovation.

Background

Parkland Middle School is adjacent to Parkland Local Park and is a typical example of the park/school concept as shown on **Exhibit A**. **The parking lot is shared**. The park provides the recreation facilities for the school during normal school operating hours. After school, the park is permitted for community use. Parking availability influences whether the park is open for permitted use or just community walk-in use.

The school's renovation plan vacates the students September 2005 and returning Fall 2007. The school renovation is scheduled to start around January 2006. It is recommended that the school parking be made available for permitted use until Sunday November 13, 2005 to allow a full ballfield-permitting season. After that the park fields will fall under the following schedule:

Fall 2005 – Open for permitting until 11/13/05
Spring 2006 – Community walk-in use – Parking lot unavailable
Fall 2006 – Closed for Renovation
Spring 2007 – Closed for Renovation
Fall 2007 – Re-open with School

Ballfield Renovation Coordination

The existing Local Park field mix includes two soccer fields and four small backstops. Community Field use permit reports show heavy and exclusive soccer use for both soccer fields for Spring and Fall seasons. The backstops are necessary for MCPS physical education and informal community use.

With the school vacated, the timing provides an optimum opportunity for examining ballfield conditions and determining improvements needed. As shown in **Exhibit B**, both existing soccer fields need a major renovation. The goalmouths and penalty boxes area are devoid of grass, the top layer of soil is extremely compacted, and the center of the field rutted.

The softball backstops need both replacement and relocation. As seen in **Exhibit C**, the backstop is in need of replacement due to age, condition, and not meeting current design specifications. Also shown is a soccer goal in the infield of the backstop preventing safe use of the backstop.

The Ballfield Coordinator has examined the field and provided the following renovation options for the **soccer fields**:

- Keep the field in their current location and Install artificial turf in the goalmouths. This concept is shown as **Exhibit D**, or
- Provide for 4 sets of soccer goal sleeves to allow the goals to be shifted and heavily used field center and goal mouths moved every two years to even out the wear pattern. This concept is shown as **Exhibit E**.

For the **softball fields** the following is proposed:

- Remove the Northwest, Northeast and West backstops,
- "Move" the West backstop to a new location, install new Southwest backstop, and keep the current Southeast backstop in place. **This concept is shown on Exhibit F.**

The field renovation schedule will commence during the FY 07 ballfield renovations schedule beginning July 1, 2006.

Other Design Considerations

The current design locates long jump pit where the park maintenance vehicles will access the site and infringes with the existing soccer field. The long jump pit must be moved South. The current design could potentially destroy the pit by repeated maintenance vehicle crossings. In addition, the current design encroaches on both soccer fields.

The current school vehicular circulation layout has a guardrail behind the school adjacent to the service entrance. One of the guardrail's functions is providing a barrier preventing vehicles from driving on the ballfields. The current plans show no barrier. The recommendation is a 6-foot chain link fence along the park/school property line from the tennis court to the southern critical root zone of specimen tree number 706. The fence color should match the tennis courts for visual consistency. A fence break should be designed at the park maintenance entrance. Small pedestrian breaks should also be designed.

The current design indicates the park maintenance access having a curb. To prevent the curb being damaged by repeated vehicle crossings, a curb cut should be provided.



Application for Technical Review / Construction Permit

To be completed by Applicant

Name of Project _____

Affected Park _____

Description of proposed work _____

Natural Resources Impacts _____

Disturbed Park Area (acres) _____ Watershed (Class) _____

Does project have (1) Approved (FCP) Forest Conservation Plan

_____ (2) an exemption (provide number) _____

Owner / Applicant _____ Principal Contact _____

Tel & Fax _____

Engineer _____ Principal Contact _____

Tel & Fax _____

Subdivision /Property Name _____

Lot(s)/Block(s) or Parcel _____ Liber _____ Folio _____

Preliminary Plan # _____ Site Plan # _____

SM File # _____ DPS Reviewer _____

Anticipated construction date _____ Contractor (if known) _____

To be read by applicant

I declare and affirm, under penalty of perjury, that to the best of my knowledge, information and belief all matters and facts in this application are correct. I declare that I am the owner of the property or duly authorized to make this application on behalf of the owner.

Date _____ Signature of Applicant _____

For Commission use only

Technical Review

Date Received: _____

Date Approved : _____

TR Approval No.: _____

Construction Permit

Date Received: _____

Date Approved : _____

CP Approval No.: _____

CP Fee: _____

Review Staff:

Lead Staff: _____

Region: _____

CW Planning: _____

Inspector: _____

Nat Res Div (opt.): _____

CB Planning (opt.): _____

Other (opt.): _____

Additional Comments:

Technical Review and Construction Permit Application Procedure

General

The Park Development Division of the MNCPPC issues permits approving work to be done on property owned or managed by the MNCPPC and on property to be dedicated to the MNCPPC. Technical Reviews of proposed work check plans for technical accuracy and are completed prior to the issuance of a Construction Permit. **Construction Permits must be issued prior to the commencement of any work on property owned or managed by the MNCPPC.**

Technical Review

Three (3) copies of the proposed plans must be submitted to Mitra Pedoeem, Chief of Construction Section. Upon receipt of this application form and plans, a staff person will be assigned to oversee the Technical Review. This person is the Applicant's point of contact during the review process and will coordinate the review with (1) the Park Region, and (2) the Countywide Planning Division (for environmental sufficiency), (3) other M-NCPPC staff.

Comments are typically returned to the applicant within six weeks of the receipt of the application. Staff comments are returned to the applicant on red-lined drawings and documents. The applicant must return the red-lined documents with their revised submittal. The applicant must clearly indicate on the returned red-lined documents actions taken to address each comment. If exception is taken to any comment, the applicant shall provide a reason for doing so. After the review is completed and pertinent issues resolved, the Applicant must submit the original reproducible plans for approval. The approval block (shown above) must be shown on all plans impacting Commission Property.

THE MARYLAND-NATIONAL
CAPITAL PARK AND PLANNING
COMMISSION, DEPARTMENT OF
PARK AND PLANNING

M-NCPPC RECORD FILE NO. _____

REVIEWED BY _____

APPROVED BY _____
CHIEF, CONSTRUCTION SECTION

DATE APPROVED _____

**THIS IS NOT A PERMIT TO
BEGIN CONSTRUCTION**

This approval is for Technical Review only.
For permit information, contact Herb DeHoff,
Construction Supervisor at (301) 495-2558.

Plans submitted for work involving WSSC utilities do not require Technical Review, and should be submitted directly to Herb De Hoff for Construction Permits.

Construction

The applicant shall send four (4) copies of the approved plans to Herb DeHoff for preparation of a Construction Permit. One set of these plans will be filed and must therefore be folded to fit into an 8 ½" x 11" file folder. The other copies are for the use of the Commission Inspector, the Park Manager and the Countywide Planning Division. Issuance of a Construction Permit typically is done within thirty days of receipt of the plans. **A fee is required for this permit and must be paid prior to commencement of construction.**

Submittal

Requirements

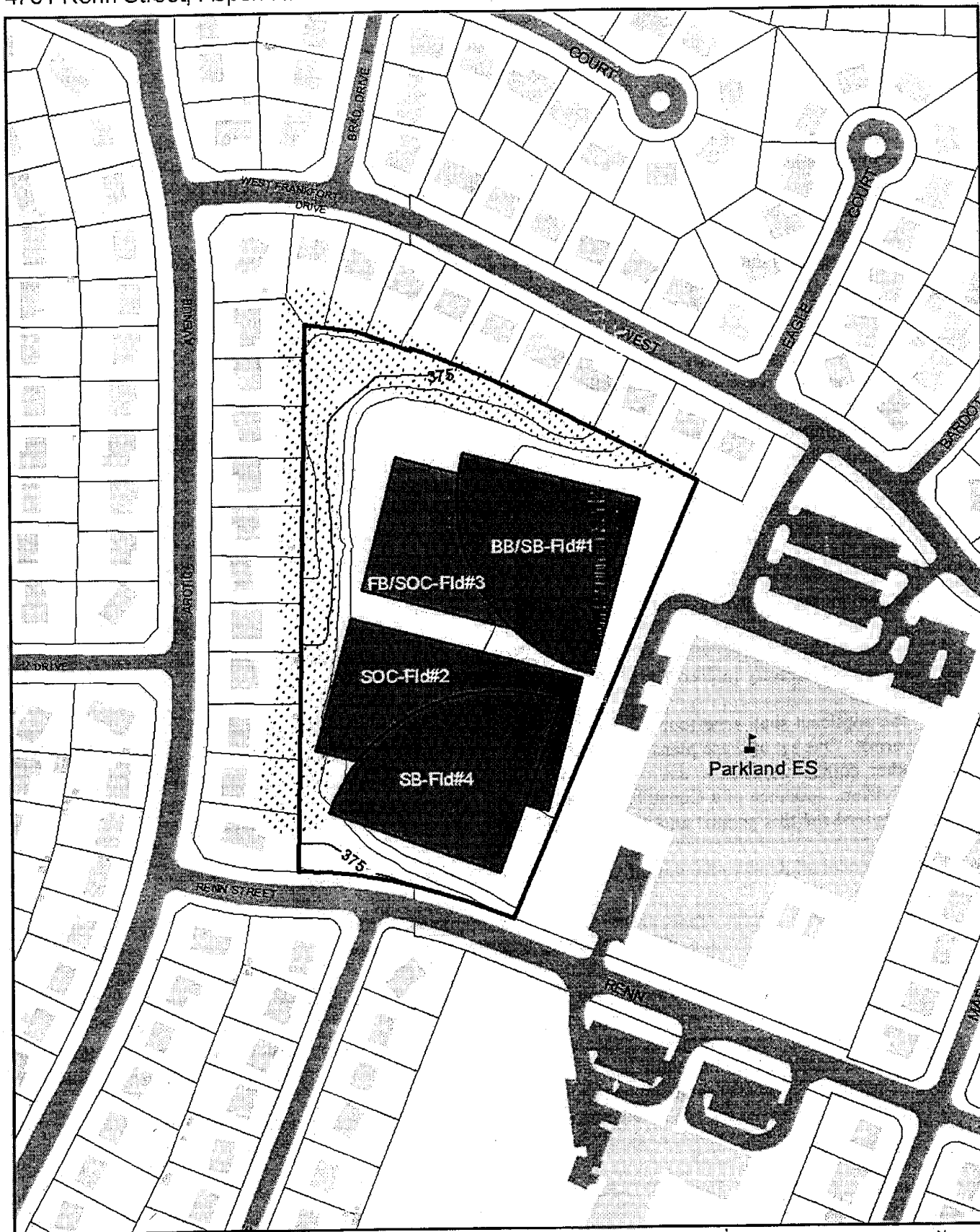
1. Answer all items to the best of your ability. If an item is not applicable, fill out NA.
2. In general permit applications must be accompanied with the following information to allow the Park Development Division of the MNCPPC to commence a review:
 - a. Engineered drawings, including site plans, sediment and erosion control plans and detail sheets reflecting all work to be done on Park Property.
 - b. For certain larger projects, especially those that include the construction of park facilities, construction specifications may be required. Certain Park standards may be furnished to the applicant for such facilities
 - c. MNCPPC property shall be clearly delineated and highlighted.
 - d. Photograph(s) of the site and the proposed work areas are optional and may expedite review.

On Commission Intranet: <ftp://10.64.1.5/misc/PPD-Permit.wpd>

Updated: May 2005

Parkland Local Park

4701 Renn Street, Aspen Hill

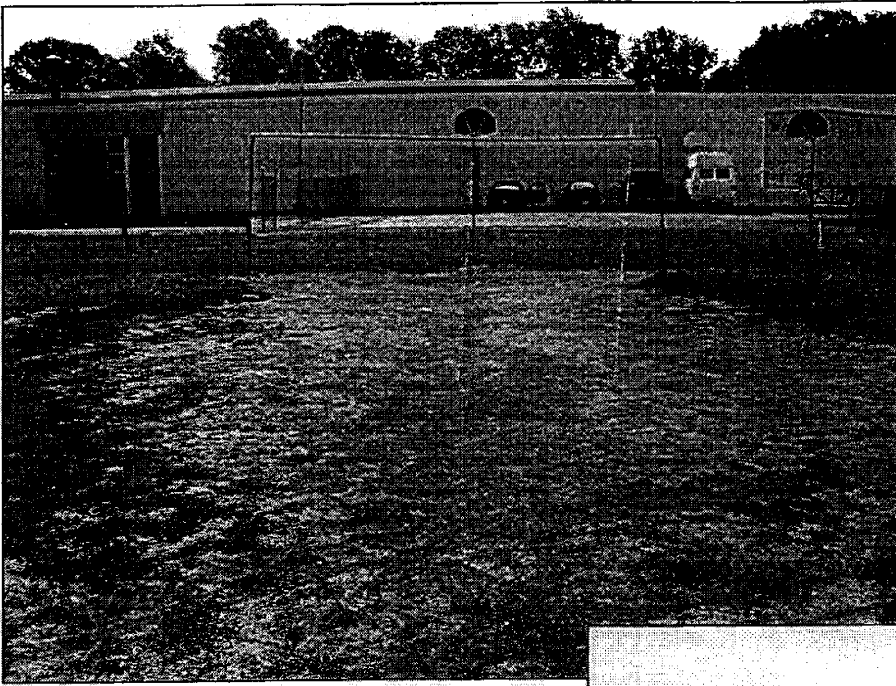


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Facility Code F09

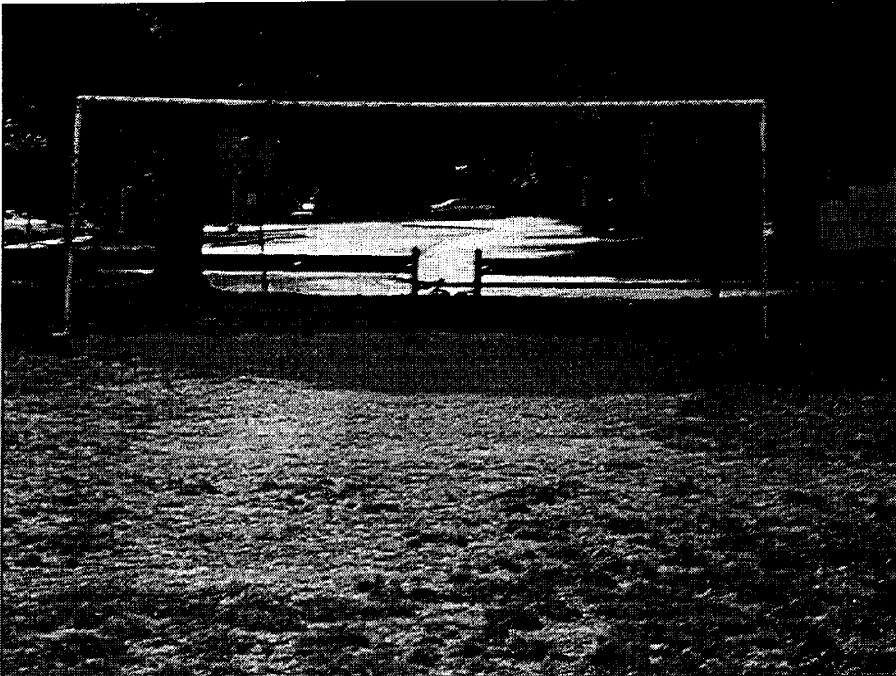
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Area WH

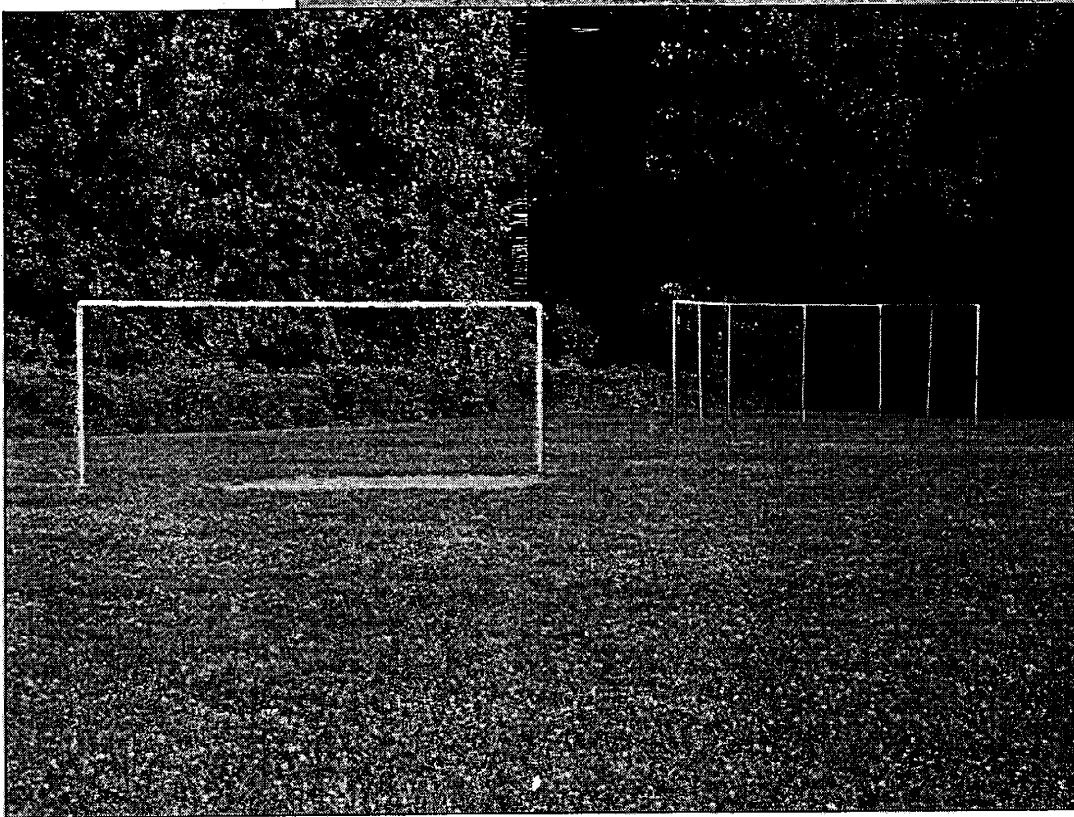
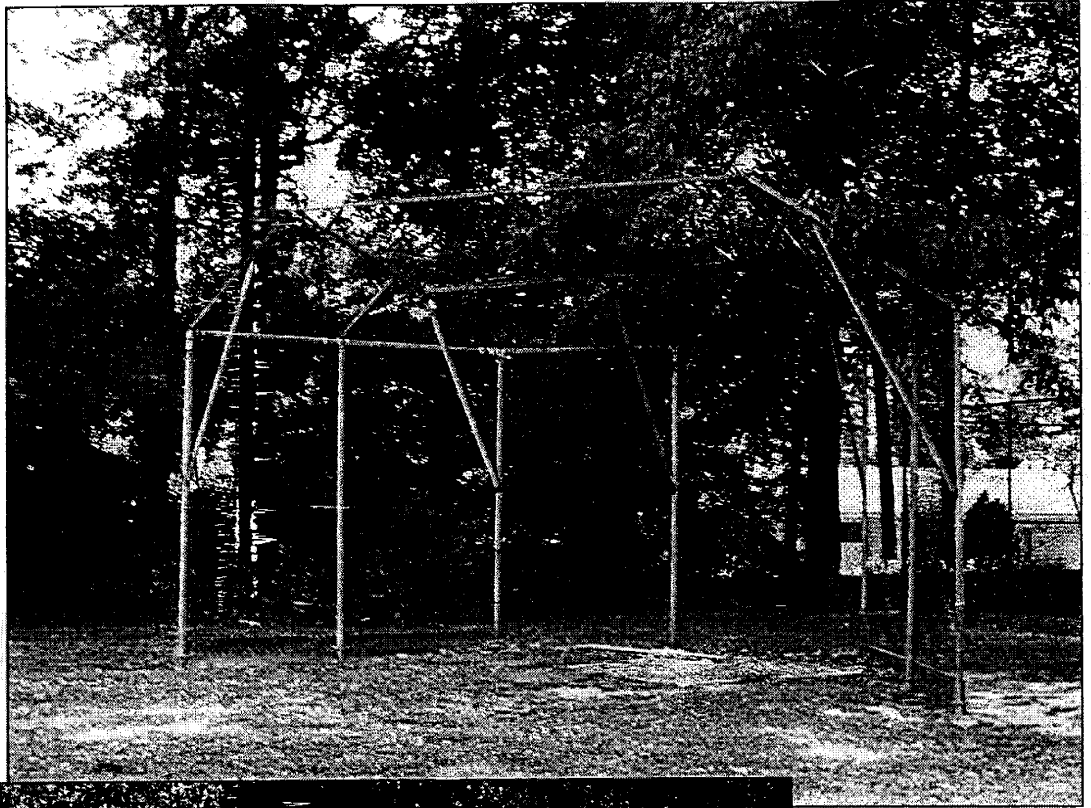
Date 07/08/2002





This Page: Both existing soccer fields need a major renovation. The goalmouths and penalty boxes area are devoid of grass, the top layer of soil is extremely compacted, and the center of the field rutted.





Above: The backstop is in need of replacement due to age, condition, and not meeting current design specifications. **Below:** A soccer goal in the infield of the backstop prevents safe use of the backstop.